

# POSITION DESCRIPTION (Please Read Instructions on the Back)

|  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
|--|--|--|--|--|--|--|---|--|----------------------------|--|------------------------|-------------------|--|----------|---------|----------|--|----------|--|------|--|----------|--|------|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other<br>Explanation (Show any positions replaced)<br>NAF PD 111           |  |  |  |  | 3. Service<br><input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field  |  | 4. Employing Office Location  |  | 5. Duty Station            |  | 1. Agency Position No. |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt   |  |  |  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest |  |   |  |                            | 9. Subject to 1A Action<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 10. Position Status<br><input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)   |  |  |  |  | 11. Position Is<br><input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither                          |  | 12. Sensitivity<br><input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical<br><input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive |  | 13. Competitive Level Code |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 15. Classified/Graded by   |  |  |  |  | Official Title of Position   |  |   |  |                            | Pay Plan   |                        | Occupational Code |  | Grade    |         | Initials |  | Date     |  |      |  |          |  |      |  |
| a. Office of Personnel Management  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| b. Department, Agency or Establishment   |  |  |  |  | Child Development Home Director  |  |   |  |                            | NF   |                        | 1701              |  | 04       |         | SN       |  | 10/9/08  |  |      |  |          |  |      |  |
| c. Second Level Review   |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| d. First Level Review  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| e. Recommended by Supervisor or Initiating Office  |  |  |  |  | Child Development Home Director  |  |   |  |                            | NF   |                        | 1701              |  | 04       |         |          |  |          |  |      |  |          |  |      |  |
| 16. Organizational Title of Position (if different from official title)<br>Child Development Home Director   |  |  |  |  |  |  |   |  |                            | 17. Name of Employee (if vacant, specify)  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 18. Department, Agency, or Establishment<br>DEPARTMENT OF THE NAVY   |  |  |  |  |  |  |   |  |                            | c. Third Subdivision   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| a. First Subdivision<br>COMMANDER NAVY INSTALLATIONS COMMAND   |  |  |  |  |  |  |   |  |                            | d. Fourth Subdivision  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| b. Second Subdivision  |  |  |  |  |  |  |   |  |                            | e. Fifth Subdivision   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |  |  |  |  |  |   |  |                            | Signature of Employee (optional)   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |  |  |  |  |  |   |  |                            | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| a. Typed Name and Title of Immediate Supervisor  |  |  |  |  |  |  |   |  |                            | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)<br>G. YOUNG<br>CNIC CYP   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| Signature  |  |  |  |  | Date   |  |   |  |                            | Signature  |                        |                   |  |          | Date    |          |  |          |  |      |  |          |  |      |  |
|  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          | 10/9/08 |          |  |          |  |      |  |          |  |      |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |  |  |  |  |  |   |  |                            | 22. Position Classification Standards Used in Classifying/Grading Position   |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| Typed Name and Title of Official Taking Action<br>S. J. NEW<br>PRINCIPAL CLASSIFIER  |  |  |  |  |  |  |   |  |                            | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| Signature  |  |  |  |  | Date   |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
|  |  |  |  |  | 10/9/08  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 23. Position Review  |  |  |  |  |  |  |   |  |                            | Initials   |                        | Date              |  | Initials |         | Date     |  | Initials |  | Date |  | Initials |  | Date |  |
| a. Employee (optional)   |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| b. Supervisor  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| c. Classifier  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |
| 24. Remarks  |  |  |  |  |  |  |   |  |                            |  |                        |                   |  |          |         |          |  |          |  |      |  |          |  |      |  |

IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED

## 25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## **Child Development Home Director: CDH Program NF-1701-04**

### **Introduction**

The purpose of the Child Development Home (CDH) Director position is to administer a home-based developmentally appropriate early childhood and school age program for children of eligible patrons. Administration includes direction and operation of a CDH system

A variety of services are provided by CDH providers in accordance with demand and availability of funding, including full-time child development programs for infants, pretoddlers, toddlers, preschool and school-age children as well as emergency, respite, hourly, infant and toddler, special needs, extended hours, and overnight care. Services provided by the CDH program include developmental assessments, extensive CDH provider training, CDH inspections and home visits, and parent education programs.

### **Major Duties and Responsibilities**

The CDH Director is responsible for the administration of the CDH program at the installation, to include implementation of developmentally appropriate programs, budgeting and financial management, personnel management, program operations, and compliance, among other tasks. These tasks are summarized below.

#### **Program Management**

- Applies professional knowledge of child development principles to supervise the CDH's developmental programming.
- Serves as CDH subject matter expert, educational adviser, role model, and resource person.
- Takes action to encourage providers to obtain and retain National Family Child Care Association (NAFCC) accreditation through the provision of guidance and support for implementation of the developmentally appropriate practices endorsed by NAFCC.
- Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served.
- Recommends modification of higher-level program goals and interprets and applies child development philosophy/principles and Department of Navy (DoN) policies based on patron needs, home environment limitations, and program evaluation and assessment.
- Ensures the development, implementation, and analysis of surveys and needs assessments of providers and patrons to ensure appropriate programming and hours of operation.
- Continually oversees and evaluates the CDH system.
- Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel.
- Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community.
- Interacts professionally with employees, providers, parents, volunteers and local installation command personnel.

- Participates actively and positively in managing and resolving issues with parents, providers, volunteers and/or employees.
- Responsible for monitoring homes and ensuring that training and certification requirements are met for assigned homes.
- Provides program oversight and accountability for the performance of employees and CDH providers, and the safety of children in accordance with Department of Defense (DoD), DoN, and local policies and standards.
- Implements and supports policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards.

### **Budgeting and Financial Management**

- Implements policies and procedures regarding fees, CDH subsidies, CDH incentives, and contracts with parents.
- Responsible for gathering market rate data annually in order to establish subsidy caps appropriate for the area. Reviews, researches and suggests subsidy rates to the Commanding Officer for approval.
- Ensures CDH subsidies are processed accurately.
- Ensures that CDH incentives are implemented and utilized to recruit and retain providers.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

### **Personnel Management**

- Responsible for the supervision of employees and oversight of providers. Supervisory responsibilities may include supervision of the CDH Monitor(s), Operation Clerks(s) as applicable.
- Ensures proper and timely initiation and implementation of all personnel actions, and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates.
- Establishes local performance standards for employees using established standards and requirements and evaluates performance.
- Receives and ensures resolution of complaints related to personnel and takes disciplinary action as necessary.
- Works collaboratively with the Training Specialist to identify training needs of employees and providers, provide or make provisions for training to accomplish those needs, and assess application of training.
- Selects and maintains a resource lending library of appropriate equipment, materials, and supplies for use by CDH providers.
- Ensures training meets the specific needs of the CDH program and providers.
- Ensures training is competency-based and tied to career progression. Encourages and facilitates the employee and provider's pursuit of continuing higher education, including the Child Development Associate (CDA) credential or college-level classes. Encourages and facilitates provider's pursuits to become accredited.

### **Program Operations**

- Performs public relations duties to promote and support the CDH program and implements an aggressive marketing plan to address installation child care demand.
- Ensures that provider applications and screening are initiated and completed, and the certification process is conducted annually.
- Takes action to expand CDH system by recruiting on- and off-base providers as demand requires.
- Takes steps to ensure unauthorized child care does not occur in government housing.
- Serves as a liaison to the Quality Review Board (QRB) on matters pertaining to CDH certifications and suspensions.
- Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs.
- Works collaboratively with other CYP Directors to establish and implement a combined Parent Involvement Board (PIB) that includes parents and representatives from the Child Development Center (CDC), CDH, School Age Care (SAC) program, and Youth Program (YP) (as applicable to each installation). Maintains an active program of parental involvement to include a PIB, parent education opportunities, and activities that provide parents with opportunities to participate.
- Gives input into the development of CYP employee, provider and parent handbooks and ensures distribution of these handbooks.
- Ensures that available program spaces are fully utilized. Works collaboratively with the person responsible for maintaining the Central Waiting List (CWL) to ensure vacancies are filled quickly.

### **Compliance**

- Responsible for ensuring that quality assurance visits are completed.
- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, and the Military Child Care Act (MCCA).
- Takes action to implement recommendations or correct deficiencies resulting from inspections or accreditation visits. Prepares responses to inspection reports. Responsible for coordinating annual inspections through the fire department and preventive medicine prior to certification of each CDH.
- Responsible for compliance with child abuse and neglect reporting requirements.
- Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

### **Additional Responsibilities**

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

## **Classification Factors**

### **Factor 1. Knowledge, Skills and Abilities Required by the Position**

- An incumbent must have one of the following: :
  - A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.  
OR
  - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.  
OR
  - A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Knowledge of the principles of child development and in designing and managing an exceptionally complex program that include, but are not limited to safety; security; disease prevention; provider recruitment, screening, and certification; marketing; employee training, developmentally appropriate activities, parent involvement, and financial management.
- Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Knowledge of financial management, budgeting, and purchasing as it pertains to a child development program.
- Ability to identify and respond properly to emergency situations, including evacuations, child illness, and physical and emotional disorders.
- Knowledge of DoN, local and state child regulations and procedures as well as other regulations and instructions pertaining to military child care.
- Strong supervisory and business skills and ability to provide positive personnel management.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

### **Factor 2. Supervisory Controls**

Works under the general supervision of CYP Director with Oversight. Supervisor provides only administrative guidance of overall program objectives. The incumbent is expected to plan, administer and execute responsibilities and duties with little guidance. Work is reviewed in terms

of overall effectiveness and successful operation of the program, compliance with policies and regulations, and patron and command satisfaction.

The incumbent plans and carries out various phases and projects of the program and handles conflicts and deviations in accordance with instructions and policies. Supervisor periodically checks operation to ensure that the program is responsive to the needs of participants and that the program objectives are achieved. Problems requiring technical guidance may be referred to the supervisor or a higher authority for review and action as appropriate.

### **Factor 3. Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAFCC; and other applicable instructions and regulations. Specific goals concerning the responsibilities for planning and coordinating management activities are not available and must be identified by the incumbent.

The incumbent must be able to interpret and adapt guidelines as needed to fit specific child needs at any given time. When necessary, the incumbent recommends additions or amendments to guidelines as the result of evaluation of programs and the determination of specific needs.

### **Factor 4. Complexity**

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein primary care of children ages 6 – 12 may present unusual decisions based upon life and death situations and circumstances. The health, safety and security of children must supersede all other considerations. The complexity of the CYP requires detailed planning, execution and strict adherence to complex regulations and employment requirements while providing an environment that is nurturing and supportive of children's needs.

CDHs and playgrounds require continuous evaluation in order to provide safe, developmentally appropriate activities that meet the needs of a variety of age groups. Decisions require assessment of participants' interests and needs, funding sources, employee and volunteer support, and an understanding of financial and personnel management. The success of the program requires ongoing interpretation of program developments and trends, a wide range of decisions regarding program plans, and innovation in developing and refining methods and techniques to be used in solving problems and deficiencies.

### **Factor 5. Scope and Effect**

The incumbent is responsible for planning and implementing a developmentally appropriate CYP through the administration, operation and direction of a CDH, which may include multiple types of CDH environments. A variety of different types of services are provided, each requiring special planning and management skills. The incumbent is responsible for ensuring that the CYP operates in compliance with the MCCA; DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST

1700.9 series; NAFCC; and any applicable Federal, State, and local instructions, standards, policies and regulations.

The incumbent plans, develops, assesses and implements all program components and services offered; establishes short and long range objectives for the training program; initiates and coordinates inspection that comply with OPNAVINST 1700.9 series; researches and implements child educational practices and procedures to ensure safe, developmentally appropriate child development programming; develops triennial assessment of command annual customer survey regarding child care needs; develops criteria and methods for the evaluation of the effectiveness of child programs and activities being provided; coordinates and maintains documentation of program inspections; and implements corrective action plans. The incumbent obtains special funding resources to offset costs to provide extra services.

The incumbent ensures command personnel are able to complete mission requirements knowing that their children are cared for in a safe and secure environment.

#### **Factor 6. Personal Contacts**

In addition to contacts with parents and CDH providers, contacts includes base personnel; APF and NAF employees; supervisors; on and off installation support agencies; higher headquarters personnel; educational, social and civic agencies; colleges and universities; and other military child development personnel, either individually or in groups in structured settings.

#### **Factor 7. Purpose of Contacts**

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful CYP. The purpose of contacts with other groups or individuals is to promote the cooperation and collaboration of the groups or individuals or for arranging for supplies and services needed with vendors. The incumbent must skillfully promote the highest possible degree of program execution and cooperation through innovative program planning and presentation and through effective public relations methods and techniques. Contacts are also made for the purpose of marketing the CDH program and recruiting CDH providers.

#### **Factor 8. Physical Demands**

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent is required to drive an automobile in order to visit CDHs and other CYP sites. The work of this position will be performed in an office setting or in various CDHs.

#### **Factor 9. Work Environment**

The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child activities, programs, and services, such as exposure to disease or

injuries from lifting children or supplies up to 40 pounds. Office areas are adequately lighted, heated and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends.